

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, July 9, 2009
3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the July 9, 2009 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the June 4, 2009 meeting Minutes.

V New Business

Paula M. Rozmiarek and Jeff Gordon, 347 River Street - Reconstruction/Rehabilitation of store front HDC-2009-14

Application for a Certificate of Appropriateness for reconstruction/rehabilitation of storefront as submitted with Application HDC-2009-14.

At this time the Historic District Commission could take action to approve/deny the request for a Certificate of Appropriateness for reconstruction/rehabilitation of storefront as submitted with Application HDC-2009-14.

Jeff Gordon and Paula M. Rozmiarek, 411 River Street Reconstruction/Rehabilitation of building HDC-2009-15

Application for a Certificate of Appropriateness for reconstruction/rehabilitation of building as submitted with Application HDC-2009-15.

At this time the Historic District Commission could take action to approve/deny the request for a Certificate of Appropriateness for reconstruction/rehabilitation of building as submitted with Application HDC-2009-015.

By-Law Update

City Council has developed language that will be used by all the City of Manistee Boards and Commissions for absences. This language has been incorporated into the Historic District Commissions By-Laws.

At this time the Historic District Commission can take action to amend their By-Laws to reflect the new language relating to absences.

Travis Alden, Main Street/DDA Director - Update

Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

VI Old Business

Policy #13 Murals

The Historic District Commission has been working on developing language for a policy on murals. The Commissioners received a draft of new language that reflects the discussion from their Worksession on June 4, 2009.

At this time the Historic District Commission can take action to adopt Policy #13 Murals.

VII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

VIII Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

IX Staff Reports

At this time the Chair will ask Staff for their report.

X Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XI Worksession


XII Adjournment



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: July 1, 2009

RE: July 9, 2009 Meeting

Commissioners, Jon Rose is out of the office until July 8, 2009 so his staff reports are not in your packets. We have the following items on the **July 9, 2009** Historic District Commission Agenda:

Paula M. Rozmiarek and Jeff Gordon, 347 River Street - Reconstruction/Rehabilitation of storefront HDC-2009-14 - Application for a Certificate of Appropriateness for reconstruction/rehabilitation of storefront as submitted with Application HDC-2009-14.

Jeff Gordon and Paula M. Rozmiarek, 411 River Street Reconstruction/Rehabilitation of side and rear of building HDC-2009-15 - Application for a Certificate of Appropriateness for reconstruction/rehabilitation of building as submitted with Application HDC-2009-15.

By-Law Update - City Council has developed language that will be used by all the City of Manistee Boards and Commissions for absences. This language has been incorporated into the Historic District Commissions By-Laws. ***Bring your copies that were handed out at the June Meeting.***

Travis Alden, Main Street/DDA Director - Update - Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

Policy #13 Murals - The Historic District Commission has been working on developing language for a policy on murals. The Commissioners received a draft of new language that reflects the discussion from their Worksession on June 4, 2009.

Have a wonderful 4th of July!

If you are unable to attend the meeting please call me at 398-2805. See you Thursday!

:djb



Historic Overlay Permit No: PHDC09014

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

347 RIVER STREET

Location

51-453-708-04

Issued: 07/10/09

Const value 0

Zoning: Sec. No.

PLEASE CALL (231) 398-2806

FOR AN INSPECTION 24 HOURS IN ADVANCE

ROZMAREK PAULA

Owner

411 RIVER ST

MANISTEE MI 49660

(248) 262 6695

Contractor

411 RIVER ST

MANISTEE MI 49660

pH# (248) 262 6695

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of July 9, 2009 with the following conditions for the reconstruction/rehabilitation of the storefront at 347 River Street as submitted with Application HDC-2009-14 as follows:

Remove red planks from exterior, exposing historic store front.

Remove cement tiles and expose deck of historic window displays.

Reconstruct the window frames and store front matching the historic details found behind the current facade. The Museum Director will oversee the project and if needed refer any issues back to the Commission.

Following Historic Preservation Brief #2 - Repointing Mortar Joints in Historic Masonry Buildings tuck point the bricks on the building front, using lime mortar. If any bricks need to be replaced, original bricks from building will be used.

Any paint removed shall be removed following Historic Preservation Brief #1 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.

The Historic District Commission will allow the wood oak trim to be stained and varnished BUT STRONGLY ENCOURAGE use of pigmented finish (paint). Paint Color and Stain Colors to be approved by the Museum Director.

On June 2, 2011 the Historic District Commission approved a one year extension for permit PHDC02014 - Permit will expire on 7/10/12.

Must follow all Codes and Ordinances as they apply to this project.

Permit Item

Work Type

Fee Basis

Amount Paid:

\$0.00

Item Total

Official

Balance Due:

\$0.00

0.00

0.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Historic Overlay Permit No: PHDC09014

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

347 RIVER STREET
51-453-708-04

Location

ROZMAREK PAULA

Owner

411 RIVER ST
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FOR AN INSPECTION 24 HOURS IN ADVANCE

Contractor

411 RIVER ST pH# (248) 262 6695
MANISTEE MI 49660

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of July 9, 2009 with the following conditions for the reconstruction/rehabilitation of the storefront at 347 River Street as submitted with Application HDC-2009-14 as follows:

Remove red planks from exterior, exposing historic store front.

Remove cement tiles and expose deck of historic window displays.

Reconstruct the window frames and store front matching the historic details found behind the current facade. The Museum Director will oversee the project and if needed refer any issues back to the Commission.

Following Historic Preservation Brief #2 - Repointing Mortar Joints in Historic Masonry Buildings tuck point the bricks on the building front, using lime mortar. If any bricks need to be replaced, original bricks from building will be used.

Any paint removed shall be removed following Historic Preservation Brief #1 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.

The Historic District Commission will allow the wood oak trim to be stained and varnished BUT STRONGLY ENCOURAGE use of pigmented finish (paint). Paint Color and Stain Colors to be approved by the Museum Director.

Must follow all Codes and Ordinances as they apply to this project.

Permit Item

Work Type

Fee Basis

Item Total

Fee Total: \$0.00

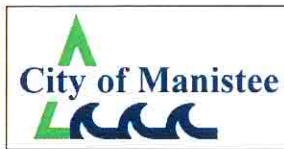
Amount Paid: 0.00

Balance Due: \$0.00


Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 (231) 398-2805 www.ci.manistee.mi.us

Submitted by: **Paula M. Rozmiarek and Jeff Gordon**
Mailing Address: **411 River Street, Manistee, Michigan 49660**
Phone & Email Address: **(248) 613-5302 fishtowndesign@gmail.com**
Address of Affected Property: **347-349 River Street, Manistee, Michigan 49660**
Type of Application: **Reconstruction-Rehabilitation**
Proposed Work Start Date: **October 2009**
Proposed Completion Date: **Within one week of start date**
Contractor/Builder: **Licensed contractor selected, ready to proceed**
Description of work proposal: **Store front reconstruction, as described below**

Reconstruct/Rehabilitation of the East store front at 347 River Street, with the objective of matching the historical design. This is the third phase in the rehabilitation of this building.

Exhibit A is a photograph of the existing store front detailing the reconstruction to be completed, including labels corresponding with the following descriptions:

- A. Remove red planks from exterior, exposing historic store front.**
- B. Remove cement tiles and expose deck of historic window displays.**
- C. Reconstruct the window frames and store front matching the historic details found behind the current façade. The historic front appears to be similar to that found at 429 River Street (Lloyd Henry's), minus the paint on the bricks and the leaded glass windows.**
- D. Tuck point the bricks on the building front, using lime mortar. If any bricks need to be replaced, original bricks from building will be used. Remove as much paint as possible (without damaging bricks).**
- E. Paint "color" to be white. Wood trim to be of Oak, stained and varnished to match doors, returning the front to historical original.**

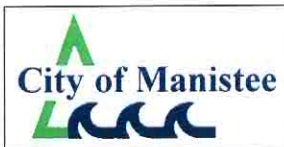
Exhibit B provides a hint of what is behind the current exterior, including a pillar and the original window display deck.

Exhibit C is a photograph of the existing building exterior. Future reconstruction / rehabilitation projects, to be addressed in separate filings, include the following:

- 1. Update to historic signage.**
- 2. Replacement of 2nd story windows with those that properly fill the arched openings.**
- 3. Rehabilitate exterior.**

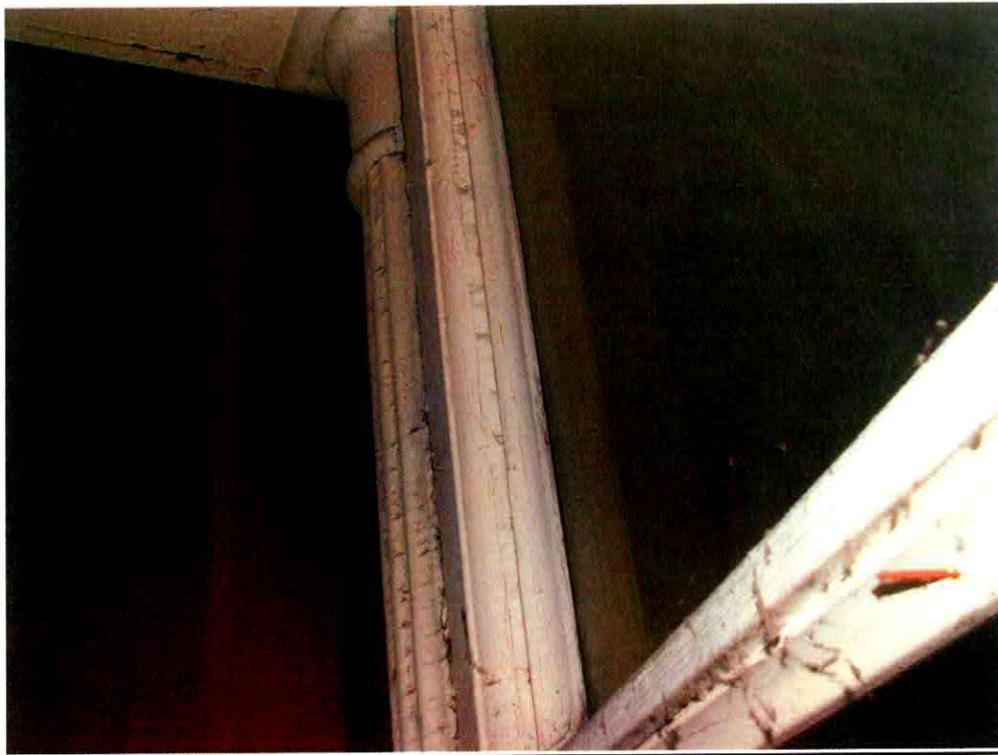
EXHIBIT A: East Store Front reconstruction project details

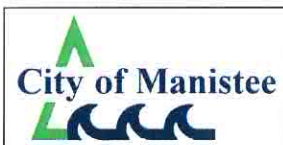




Application for a Certificate of Appropriateness

EXHIBIT B: Photographs of East Store interior details





Application for a Certificate of Appropriateness

EXHIBIT C: Photographs of building exterior highlighting ledge and future projects



Submitted by: _____

Paula Rozmiarek

Date: June 28, 2009

Office Use Only:

Date Submitted: _____ Application #: HDC 2009-14 Meeting Date: 7-9-09

Notes: Approved with Conditions



Historic Overlay Permit No: PHDC09015

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

411 RIVER STREET

Location

51-350-702-05

Issued: 07/10/09

Const value 0

Zoning: Sec. No.

PLEASE CALL (231) 398-2806

FOR AN INSPECTION 24 HOURS IN ADVANCE

GORDON JEFFREY S

Owner

411 1/2 RIVER ST

MANISTEE MI 49660

Contractor

411 1/2 RIVER ST

pH#

MANISTEE MI 49660

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of July 9, 2009 with the following conditions for the reconstruction/rehabilitation of the building at 347 River Street as submitted with Application HDC-2009-15 as follows:

East Elevation:

Remove the cornice from the upper portion of the building and re-seal the roof.

Replace any missing bricks with those of similar color and size. Following Historic Preservation Brief #2 - Repointing Mortar Joints in Historic Masonry Buildings

Remove the lower cornice that currently runs along the East side of the Building.

The roof will be edged by a pre-painted steel back with either a brown or low-luster copper color.

South Elevation:


Remove existing deck and deck roof.

Rebuild deck to be similar in size, eliminating deck roof with final approval of design by the Museum Director and that the deck be finished with pigmented finish within one year of completion.

On June 2, 2011 the Historic District Commission issued a Certificate of Compliance for the work that has been completed on the East Side of the Building Permit PHDC09015.

On June 2, 2011 the Historic District Commission the request for a one year extension for Permit PHDC09015 - Permit will expire on 7/10/12.

Must follow all Codes and Ordinances as they apply to this project.

Permit Item	Work Type	Fee Basis	Item Total
 Official		Fee Total:	\$0.00
		Amount Paid:	0.00
		Balance Due:	\$0.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Historic Overlay Permit No: PHDC09015

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

411 RIVER STREET
51-350-702-05

Location

Issued: 07/10/09

Const value 0

Zoning: Sec. No.

PLEASE CALL (231) 398-2806

FOR AN INSPECTION 24 HOURS IN ADVANCE

GORDON JEFFREY S

Owner

411 1/2 RIVER ST
MANISTEE MI 49660

411 1/2 RIVER ST
MANISTEE MI 49660

Contractor

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of July 9, 2009 with the following conditions for the reconstruction/rehabilitation of the building at 347 River Street as submitted with Application HDC-2009-15 as follows:

East Elevation:

Remove the cornice from the upper portion of the building and re-seal the roof.

Replace any missing bricks with those of similar color and size. Following Historic Preservation Brief #2 - Repointing Mortar Joints in Historic Masonry Buildings

Remove the lower cornice that currently runs along the East side of the Building.


The roof will be edged by a pre-painted steel back with either a brown or low-luster copper color.

South Elevation:

Remove existing deck and deck roof.

Rebuild deck to be similar in size, eliminating deck roof with final approval of design by the Museum Director and that the deck be finished with pigmented finish within one year of completion.

Must follow all Codes and Ordinances as they apply to this project.

Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00
		Fee Total:	\$0.00
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Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 (231) 398-2805 www.ci.manistee.mi.us

Submitted by: **Jeff Gordon and Paula M. Rozmiarek**
Mailing Address: **411 River Street, Manistee, Michigan 49660**
Phone & Email Address: **(248) 613-5302 fishtowndesign@gmail.com**
Address of Affected Property: **411 ~~347-349~~ River Street, Manistee, Michigan 49660**
Type of Application: **Reconstruction-Rehabilitation**
Proposed Work Start Date: **October 2009**
Proposed Completion Date: **Within three weeks of start date**
Contractor/Builder: **Licensed contractor selected, ready to proceed**
Description of work proposal: **Store front reconstruction, as described below**

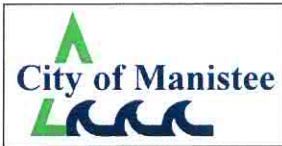
Reconstruct/Rehabilitation of 411 River Street, with the objective of matching the design found within Manistee. The rehabilitation of this building is to be accomplished in multiple phases. In this phase the roof line and back porch will be addressed. The goal is to restore the building to its original look by removing the additions that overwhelm the rest of the façade.

Exhibit A includes photographs of the existing roof edge detailing the reconstruction to be completed (both before and a rendering of the post-construction appearance), including labels corresponding with the following descriptions:

- 1. Remove the cornice from the upper portion of the building and re-seal the roof.**
- 2. Replace any missing bricks with those of similar color and size.**
- 3. Remove the lower cornice that currently runs along the East Side of the building.**
- 4. The roof will be edged by a pre-painted steel back with either a brown or low-luster copper color.**

Exhibit B is a photograph of the existing deck at the back of the building. Construction activity is to include the following:

- A. Remove existing deck and deck roof.**
- B. Rebuild deck to be similar in size, eliminating deck roof.**



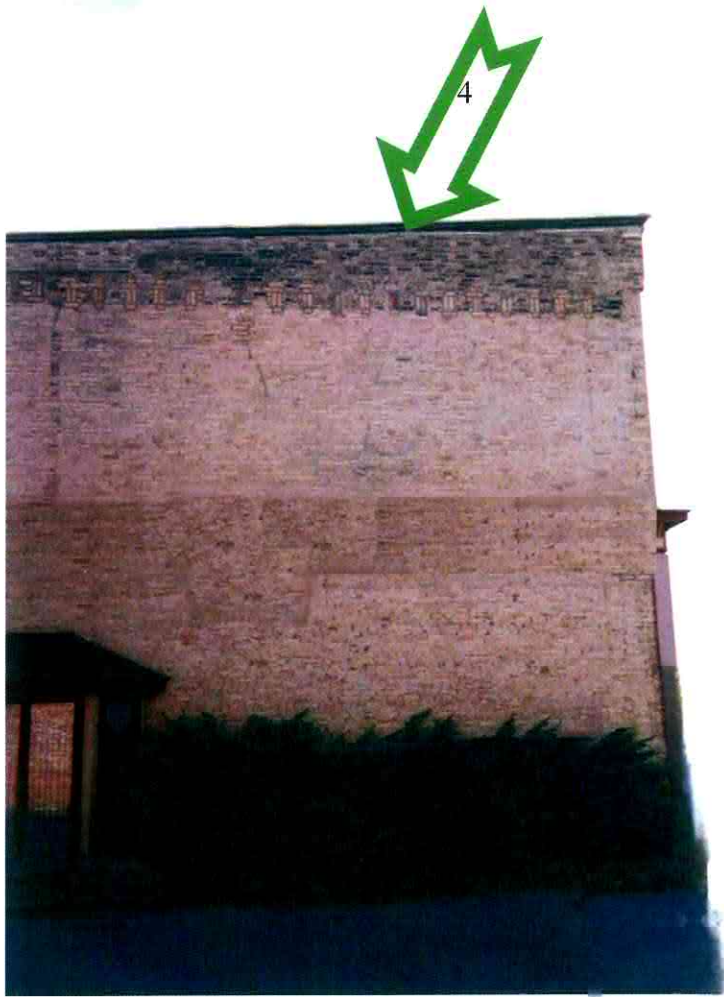
Application for a Certificate of Appropriateness

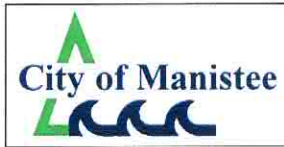
EXHIBIT A: Roof reconstruction project details





Application for a Certificate of Appropriateness





Application for a Certificate of Appropriateness

EXHIBIT B: Photograph of back deck



Submitted by: _____

Jeff Gordon

Date: June 28, 2009

Office Use Only:

Date Submitted: 6-29-09 Application #: HDC 2009-15 Meeting Date: 7-9-09

Notes: Approved w/conditions 7-9-09



City of Manistee

P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

**PLANNING, ZONING &
COMMUNITY DEV.**
231.398.2805

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

ADMINISTRATION
FAX 231.723.1543

ERK/TREASURER
FAX 231.723.5414

POLICE DEPARTMENT
70 Maple Street
231.723.2535
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1003

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1353

Monday, June 6, 2011

Jeffrey S Gordon
411 1/2 River St
Manistee, MI 49660

RE: Land Use Permit #PHDC09015 - Certificate of Compliance
(East Elevation ONLY)

Good Morning!

On June 2, 2011 the Historic District Commission authorized issuance of a Certificate of Compliance for Land Use Permit #PHDC09015 for the work completed on the East Elevation of the Building. This letter shall serve as your Certificate of Compliance, please retain this copy for your files.

We appreciate your improvement to your property and our community. If you have any questions, please call me at 231.398.2805.

Sincerely,

CITY OF MANISTEE



Jon R. Rose
Community Development Director

:djb



CITY OF MANISTEE

HISTORIC DISTRICT COMMISSION

BY-LAWS AND RULES OF PROCEDURES

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Historic District Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 169 of 1970, as amended, the Local Historic Districts Act; the City of Manistee Codified Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the December meeting, the Historic District Commission shall elect a chair, vice-chair and appoint a recording secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. The membership shall elect one of its members to fill the vacancy until the next annual election.

2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein and sign all official documents.

The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time.

The Recording Secretary shall be responsible for execution of documents in the name of the Historic District Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. In the event the Recording Secretary is absent, the chair or acting chair shall appoint a temporary recording secretary for such meeting.

2.3 Tenure. The officers shall take office at the first regularly scheduled meeting immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

3.1 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.

3.2 Attendance ~~A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon. Un-excused absences may be reason for removal and three (3) un-excused absences in a row, shall be reported in writing to the City Manager.~~

3.2 Commission Absences. In order to maintain the maximum participation of all appointed Historic District Commission members at all scheduled meetings, the following is the attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences:

1. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled meeting of the Historic District Commission.
2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Commissioner from attending the scheduled meeting; the Commission Chair or staff Liaison to the Historic District Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commissioner upon this notification will receive an “excused absence” for the involved scheduled meeting.
3. If any Commissioner is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commissioner shall be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
4. There will be no limit on the number of consecutive “excused absences” for any Commissioner. However, if the Commissioner is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City

Manger. The City Manger will contact the Commissioner in writing and question the member's continued ability or interest to be on the Commission. The Commissioner will be considered for an appointment nullification when the absences total six in the calendar year.

5. The appointment nullification action would be initiated by the City Manger and forwarded on to the City Council for official action.

3.3 Special Meetings. A special meeting may be called by the Chair, or three members of the Historic District Commission upon written request to the Recording Secretary. The business which the Historic District Commission may perform shall be conducted at a public meeting of the Historic District Commission held in compliance with the Open meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting act, and the Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.

3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least a majority of the appointed Commissioners shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

3.5 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Historic District Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1. The Chair of the Historic District Commission shall announce that a public hearing will be conducted on a request.
2. The Chair shall read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
3. The Chair shall announce the following hearing rules:
 - a. The Chair will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.

- c. Speakers shall address all comments and questions to the Historic District Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Historic District Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for collective comments of the group as presented by that speaker.
 - e. The Chair may require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Historic District Commission may initiate a motion to close the hearing.
5. Public Hearings shall be carried out in the following format:
- a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case. Applicant's presentation shall not be subject to the five (5) minute limitation.
 - c. The City staff and any consultants serving the City shall present their reports.
 - d. The hearing will be opened for public comment.
 - e. The public comment period will be closed.
 - f. Deliberation and discussion by the Historic District Commission.
 - g. Disposition of the case by the Historic District Commission.
- 3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared.

- 3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.
- 3.10 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to the City no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.
- 3.11 Conflict of Interest:
1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
 - b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.
 - g. A commissioner who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
 2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.

4. MINUTES

- 4.1 Preparation. Commission minutes shall be prepared by the Recording Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

6. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

I HEREBY CERTIFY that the above Bylaws were adopted the 15th day of March, 2007 4th day of June 2009.

[Annotation: As approved by the City Council at their June 2, 2009 Meeting - Council authorized the bylaw amendments for all Boards and Commissions to include the new Board Absences language; directed all boards or commissions to implement and follow these changes as Council has requested; and authorized the Mayor to sign the amended bylaws.]

Mary (Teena) Kracht, Chair

Approved by the City of Manistee Council

Date

Cynthia A. Fuller, Mayor



Manistee Commercial Historic District Policy #13 Murals

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

The Historic District Commission is sensitive to the desire for property owners to enhance their Buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the request for murals in the district.

The Historic District Commission recognizes that murals were used in the Historic District. Typically murals were signs that were painted onto an exterior wall of the building that related to a business or product that was sold in the building.

Murals are only allowed as a reproduction of a previous mural located on the wall of the building. Photographic evidence must accompany the application.

A mural is not allowed to be mounted onto the building. This could cause damage from moisture/condensation behind the attached panel.

When a building owner is considering adding a Mural to their building application must be made to the Historic District Commission for consideration.

NOTICE OF Meeting of the Historic District Commission

The Historic District Commission will meet on **Thursday, July 9, 2009 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

New Business

Paula M. Rozmiarek and Jeff Gordon, 347 River Street - Reconstruction/Rehabilitation of store front HDC-2009-14

Jeff Gordon and Paula M. Rozmiarek, 411 River Street Reconstruction/Rehabilitation of building HDC-2009-15

By-Law Update

Travis Alden, Main Street/DDA Director - Update

Old Business

Policy #13 Murals

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Thursday, July 2, 2009 on the bulletin board at the south entrance to City Hall.

Signed:



Denise J. Blakeslee

NOTICE OF Change in October Meeting Date Historic District Commission

The City of Manistee Historic District Commission has rescheduled their October Meeting to Thursday, October 8, 2009 at 3:00 p.m. in the Council Chambers.

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Friday, July 9, 2009 on the bulletin board at the south entrance to City Hall.

Signed:



Denise J. Blakeslee

R & J RAVEN CORPORATION
255 COTTAGE GROVE SE
GRAND RAPIDS, MICHIGAN 49507
PHONE: 800-442-9147
616-245-5684
FAX: 616-245-4670

john raven
president

w-800.442.9147 p-616.245.5684 f-616.245.467
johnraven337@aol.com www.rjraven.co

MAY 14, 2009

Jon Rose
Community Development Director
City of Manistee
PO Box 358, 70 Maple Street
Manistee, Michigan 49660

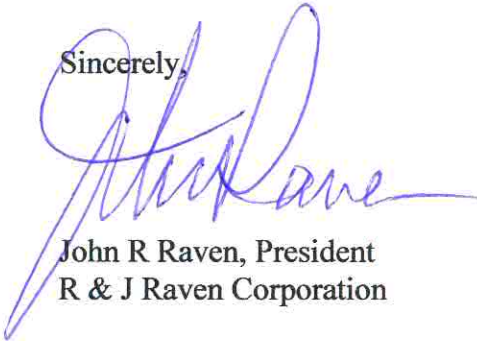
Dear Jon,

It was a pleasure meeting with the board on May 07, 2009. If the board needs further information please contact me at the above numbers or johnraven337@aol.com.

In the future if there is a need for historical windows or doors, on any project in your area, please feel free to have them contact us.

Enclosed are brochures and business cards for your file.

Sincerely,



John R Raven, President
R & J Raven Corporation

R & J RAVEN CORPORATION
255 COTTAGE GROVE SE
GRAND RAPIDS, MICHIGAN 49507
Phone: 888-442-9147
616-245-5684
Fax: 616-245-4570

Dear Sir/Madame,

We would like to take this opportunity to introduce ourselves.

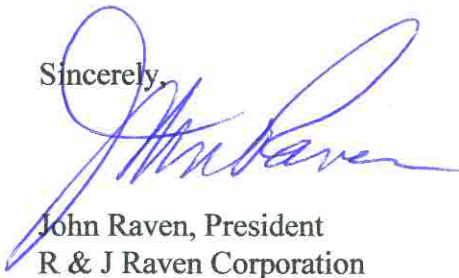
We are an architectural millwork company located in Grand Rapids, Michigan. We have been in operation since 1980, specializing in historical renovation of exterior doors and windows. We have successfully completed a multitude of projects, both residential & commercial, throughout the state.

We would look forward to working with any of your local contractors on any renovation projects in your historical district.

We want to thank you in advance for your consideration.

Please find our company's contact information enclosed.

Sincerely,



John Raven, President
R & J Raven Corporation